

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-47

☐ Other☒ Amendment Number:

000001

Contract Number  
EP-C-08-010

Contract Period 12/16/2008 To 11/30/2012

Title of Work Assignment/SF Site Name

Base Option Period Number 2

2-47 Amendment 1

Contractor  
SCIENTIFIC CONSULTING GROUP, INC, THE

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 04/11/2011 To 11/30/2011

Comments:

This is an amendment to decrease the number of focus groups for this workassignment. Also the WA COR is changed to Lawrence Martin and Julie Fitzpatrick is the alternate WA COR.



Superfund

## Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 229

12/16/2008 To 11/30/2012

This Action:

130

Total:

359

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Julie Fitzpatrick

Branch/Mail Code:

Phone Number 202-564-4212

FAX Number:

(Signature)

(Date)

Project Officer Name Verla Sutton-Busby

Branch/Mail Code:

Phone Number: 202-564-6808

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Renita Tyus

Branch/Mail Code: C.P.O.D

Phone Number: 513-487-2094

FAX Number: 513-487-2109

(Signature)

(Date)

**PERFORMANCE WORK STATEMENT**

**Contract Number EP-C-08-010**

**Scientific Consulting Group**

**Work Assignment Number: 02-47**

**Amendment 1**

**(reduce the number of focus group meeting and change COR)**

**Title: Support EPA Risk Assessment Forum, Environmental Justice Sub-Panel**

**Project: *Enhancing the Use of Cumulative Risk Assessment in Community-based and Environmental Justice Situations***

**Scope of Work Reference:**

Task: 2.2

**Period of Performance:**

Date of Issuance through November  
30, 2011

**Work Assignment COR:**

Lawrence Martin  
Office of Science Advisor  
U.S. EPA (8105-R)  
Office of the Science Advisor  
1200 Pennsylvania Avenue, N.W.  
Washington, D.C. 20460  
Telephone: (202) 564-6497  
Fax: (202) 564-2070

**Alternate Work Assignment COR:**

Julie Fitzpatrick  
Office of Science Advisor  
U.S. EPA (8105-R)  
Office of the Science Advisor  
1200 Pennsylvania Avenue, N.W.  
Washington, D.C. 20460  
Telephone: (202) 564-4212  
Fax: (202) 564-2070

**Project Officer:**

Verla Sutton-Busby  
U.S. EPA (8102R)  
Office of Research and Development  
1200 Pennsylvania Avenue, N.W.  
Washington, D.C. 20460  
Telephone: (202) 564-6808  
Fax: (202) 565-2910

## 1. BACKGROUND

Environmental Justice (EJ) is one of seven priorities identified by EPA Administrator Jackson in her January 12, 2010 memo, where she specifically identified EJ as a key concern in 2 of her 7 priorities: (Cleaning Up Our Communities; Expanding the Conversation on Environmentalism and Working for Environmental Justice) In March 2010, EPA held an Environmental Justice Research and Decision Making Symposium. Cumulative risk in EJ communities was ranked as one of the highest concerns by symposium attendees.

This RAF EJ project supports the Administrator's EJ Priorities and is responsive to the needs identified at the EJ symposium. The project links place-based non chemical stressors (factors in a population's vulnerability to chemical stressors) to the Agency's data repositories of chemical/toxics data (e.g., National Air Toxics Assessment, Toxics Release Inventory), and reflects the Administrator's call for innovation in Working for EJ. This effort will catalyze the work of the CRA Technical Panel to highlight the importance of risk communication, and to incorporate EJ and community-based concerns into the development of the CRA Guidelines<sup>1</sup>.

This project also supports Science Advisor Paul Anastas's vision conveyed in his Path Forward memo, being **Solution-Oriented**, with respect to yielding a tool to meet environmental justice (EJ) and community-based needs; **Timely**, with respect to the Administrator's identified priorities and the March 2010 EJ Symposium; **Responsive** in working closely with EPA's Programs, Regions, and beyond to identify what is needed and deliver on those needs); and **Relevant** to EPA's mission of protecting human health and the environment.

In addition to these principles, this project also reflects Dr. Anastas's key characteristics to guide our work. It reflects an **Integrated** and **Transdisciplinary** approach among OSA/RAF, ORD, OEI, OEJ and the Agency's CARE program to link scientific data and information with place-based information, and effectively communicate it to audiences with environmental justice concerns. This project is also **Catalytic**, with expectations that results will shape the development of the CRA guidelines to reflect EJ and community-based issues. Finally, the project will be highly **Visible**.

This effort and the planned Cumulative Risk Assessment Guidelines are directly responsive to several of the recommendations expressed in the NRC's Science and Decisions, including: "Increased attention to the design of risk assessment (RA) in the formative stages;" "EPA should encourage risk assessors to characterize and communicate uncertainty and variability" (read vulnerability); and to "...develop

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<sup>1</sup> Environmental justice advocacy has remained a leading impetus for EPA to consider the interplay of risk factors in a cumulative assessment, including chemical-related and socio-economic data. A rigorous evaluation of CRA as it relates to EJ, and the subsequent development of a tool for stakeholders, will model an applied framework with specific recommendations for advancing the science of CRA in EJ and community-based applications.

guidelines and methods for simpler analytical tools to support cumulative risk assessment and to provide for greater involvement of stakeholders."

## 2. PURPOSE

*The purpose of this amendment is to reduce the current number of focus group meeting planned for this group from five (5) to three (3) and to change the COR.* The role of the CRA Sub-panel on EJ is to inform the development of CRA guidelines by developing a process that could translate into a computerized tool that incorporates environmental justice and community perspectives into a CRA framework. The Sub-panel will investigate an integrated methodology compiled from EPA guidance documents related to CRA concepts and applications. During process and tool development, and in coordination with the Office of Environmental Justice (OEJ), the Sub-panel will explore gaps and improve connections between Agency EJ and community-based policies and strategies (e.g., science policy responses to the EJ Symposium, and CARE), currently available CRA analytical tools, and EJ-related tools such as indexes that integrate chemical and socio-economic information. The computerized tool, termed the CRA Wizard, is intended to be available in beta-test version within one year. The Wizard will step a user through the CRA process developed by the Sub-panel for a population-based assessment, drawing from available national databases and allowing local user inputs. In addition to the development of the tool, by December, 2010, the Sub-panel will provide recommendations to the RAF CRA Technical Panel related to the role of CRA in EJ and community assessments, and have an initial design and recommendations for advancing development of the CRA Wizard.

Environmental Justice must consider the interplay of a number of factors for a thorough assessment, including chemical-related information as well as socio-economic factors. Not only current risk, but historical and potential future risks should also be considered. The range of relevant information lends itself to the CRA process, so a rigorous evaluation of CRA as it relates to EJ, and the subsequent development of a tool for stakeholders, will provide an applied framework and specific recommendations for advancing the science of CRA within EJ and community-based projects.

The primary purpose of this work assignment is to facilitate the development of a process that incorporates CRA principles into EJ and community-based environmental assessments, as developed by the Sub-panel. Further, this work assignment begins work to incorporate this process into a computerized tool, to be delivered as a beta-test version within one year from the beginning of this work assignment.

Elements of this include:

1. Document Sub-panel meetings – discussions will be intricate and involved, and directly feed into the process and tool development
2. Assist EPA with assembling and working with formal or informal focus groups associated with community-based initiatives (e.g., CARE, NEJAC, etc.) in order to gather feedback about the relevance and applicability of the Wizard process and tool

## 3. TASKS

**Task 1: Prepare Work Plan and Cost Estimate**

The Contractor shall prepare its work plan, budget estimate, and schedule of deliverables, within 15 calendar days after receipt of work assignment

The work assignment requires strong expertise in conducting focus groups, synthesizing focus group and Sub-panel recommendations into the CRA Wizard methodology, which will then be translated into an online computerized tool.

**Task 2: Document Sub-panel monthly meetings: Ongoing through completion of work assignment: Decision on method within work plan**

- A. Contractor shall document (e.g., take notes or record and transcribe) the decisions and discussions of the Sub-panel monthly meetings
  - 1. Contractor shall provide suggestions on documenting meetings and distributing notes within the initial Work Plan
  - 2. Contractor shall document regular meetings of the Sub-panel, and distribute notes after each meeting to Sub-panel members
  - 3. Under technical direction of the WA-COR, Contractor shall incorporate any revisions decided upon at the meetings into the CRA Wizard process, and distribute electronic versions to the Sub-panel members

***Task 3: Assemble and conduct only three (3) focus groups to assess the CRA Wizard process and intended online tool:***

- A. Contractor shall assist with assembling and conducting only 3 focus groups
  - 1. Focus groups will assess CRA Wizard process and tool development
  - 2. WA-COR shall provide technical direction and/or recommendations for focus group participants, possibly drawing from EPA-affiliated programs or Offices
  - 3. Focus group participants will be directly involved with community-based and/or Environmental Justice initiatives, and may involve EPA researchers and/or actual community members
  - 4. Focus groups will be comprised of a minimum of three 1/2 day sessions
  - 5. Contractor shall synthesize and deliver results from focus groups by November 31, 2010
  - 6. Under technical direction of the WA-COR, Contractor shall incorporate focus group recommendations into CRA Wizard

**4. Schedule of Deliverables**

<b>Due Date</b>	<b>Product</b>
Task 1 – Work Plan and Cost Estimate	Within 15 calendar days after receipt of work assignment
Task 2 – Document Sub-panel monthly meetings:	Monthly report from Sub-panel monthly meetings.
Task 3 – Assemble and conduct 3 focus groups to assess the CRA Wizard process and intended online tool:	Complete November 30, 2010

## **5. REPORTING REQUIREMENTS**

Within five business days of receipt of work assignment, the contractor shall convene a conference call (not to exceed 1 hour) with the WA-COR, Alternate WA-COR, and appropriate contractor staff to clarify outstanding questions and confirm the schedule and specific tasks for the work assignment.

The contractor shall hold weekly conference calls with the EPA WA-COR to provide updates on project status, next steps, and resolve challenges. The contractor shall report the number of hours and funds expended on a monthly basis in each monthly report. The contractor shall initiate additional communications with the WA-COR should developments arise that will affect the conduct or schedule of this work assignment.

The contractor will participate in monthly to twice monthly Sub-panel conference calls and meetings, as described in Task 2.

## **6. ACCEPTANCE CRITERIA**

Final products shall be produced by the Contractor upon approval by the EPA WA-COR through written technical direction. The Contractor shall provide all materials produced as part of these tasks to the EPA WA-COR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems and software.

## **7. MANAGEMENT CONTROLS:**

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA-COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA-COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA-COR or alternate EPA WA-COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.

## **8. CONFIDENTIALITY**

Some of the information to be edited under this task may be internal information that is not ready for public distribution. The Contractor shall not discuss the contents of the document with anyone not specified as a participant in the document review process or its preparation.

#### **9. EPA GREEN MEETING REQUIREMENTS**

"When soliciting quotes or offers for meeting and conference services on behalf of the EPA, the contractor shall follow the contract EPAAR clause 1552.223-71, EPA Green Meetings and conferences. More information about EPA's Green Meetings initiative may be found on the internet at <http://www.epa.gov/oppt/greenmeetings/>."